

Help Tutorial

Navigation Bar: The **navigation bar** is located at the top of the screen. It contains the course name, lesson title, navigation buttons, audio controls, narration text, print function, and resources.

Content Area: The **content area** contains the screen title, lesson information, and graphics.

Print: The **printer icon** opens a separate window from which you may view or print all of the screens for the topic you are currently reviewing. Use your browser print function or press Ctrl+P on your keyboard to print individual screens from a lesson.

Resources: **Resources** are available on all primary screens. Selecting the Resources button provides access to the course Glossary, Help, and References for the current lesson.

Narration Audio: All screens containing narration include a **narration audio** button. Selecting this button launches a new window that contains the narration text being played, in a printable format. You can move the window around the screen by selecting and dragging the window to the desired location. Select the X in the upper right corner to close the narration text window.

Navigation Buttons: The **Next** and **Back** buttons are located in the upper right corner of the screen. The Next button advances to the next screen in the lesson; the Back button returns to the previous screen. Pop-up windows do not normally contain navigation buttons.

Scrolling: If there is more text than can be viewed on the screen, a **vertical scroll bar** appears on the right side of the screen. Select the scroll bar to move down the screen and view all material. A **horizontal scroll bar** may appear along the bottom of the screen if the browser window is not open wide enough to view the entire screen. You can maximize your screen by selecting the **Maximize** button in the upper right corner of your browser.

Hyperlinks: **Hyperlinks** are identified by underlined text within the content area. When selected, hyperlinks display additional information by opening a new screen, advancing you to another screen within the course, or displaying an external internet website. When you have reviewed this information, select the close button to return to the original screen.

Rollovers: **Rollovers** provide more information about a graphic by rolling over the graphic with your mouse. The presence of a rollover will be noted in the content area.

Knowledge Reviews: **Knowledge Reviews** are interactive questions that allow you to demonstrate your comprehension of the lesson material. There are a variety of question types. Read the instructions for each question carefully and use any references or information buttons provided. Review your response(s) before selecting the Check Answer button.

Knowledge Review questions are not graded and you are provided two attempts to answer the question correctly. If a question is answered incorrectly after the maximum number of attempts, you are presented with a remediation link to material associated with the question. After

reviewing the content, select the Return button to return to the Knowledge Review screen and answer the question.

Exiting the Course: You may **exit** the course at any time by selecting the X located at the upper right corner of the screen. Selecting the exit button will close the lesson and return you to the course menu.